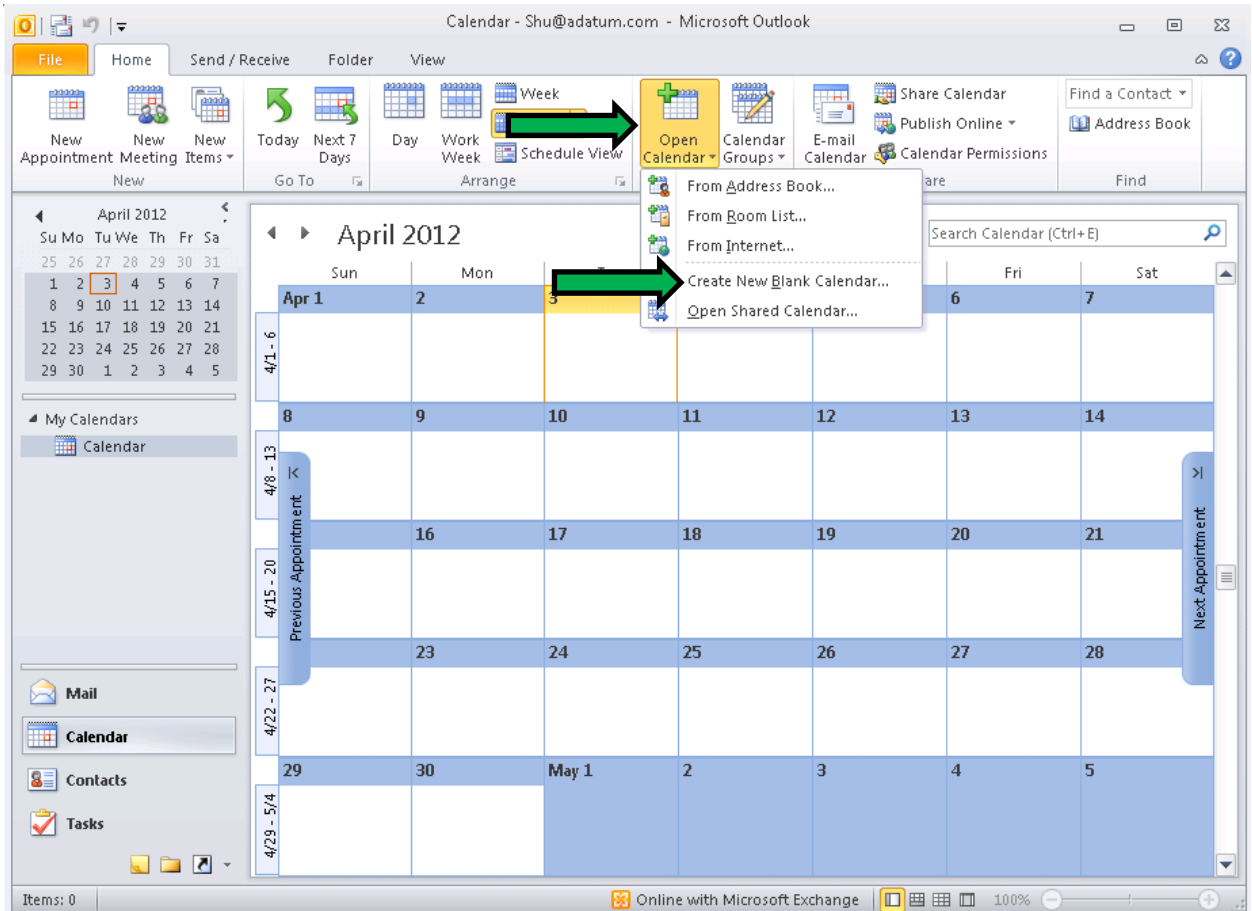
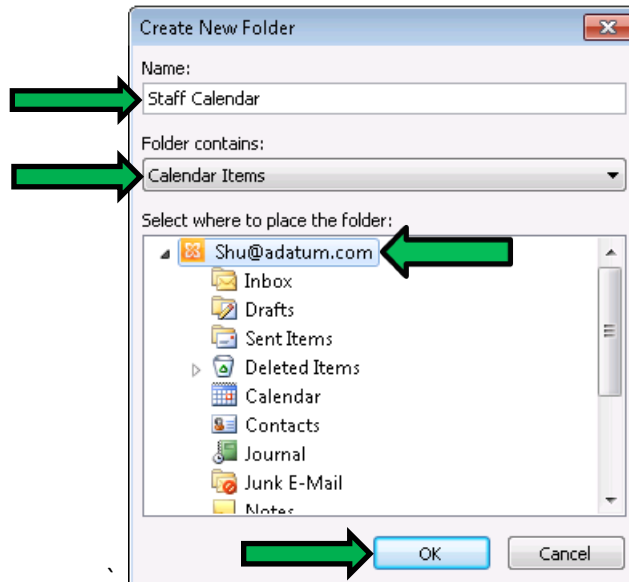


How to create and share a secondary calendar

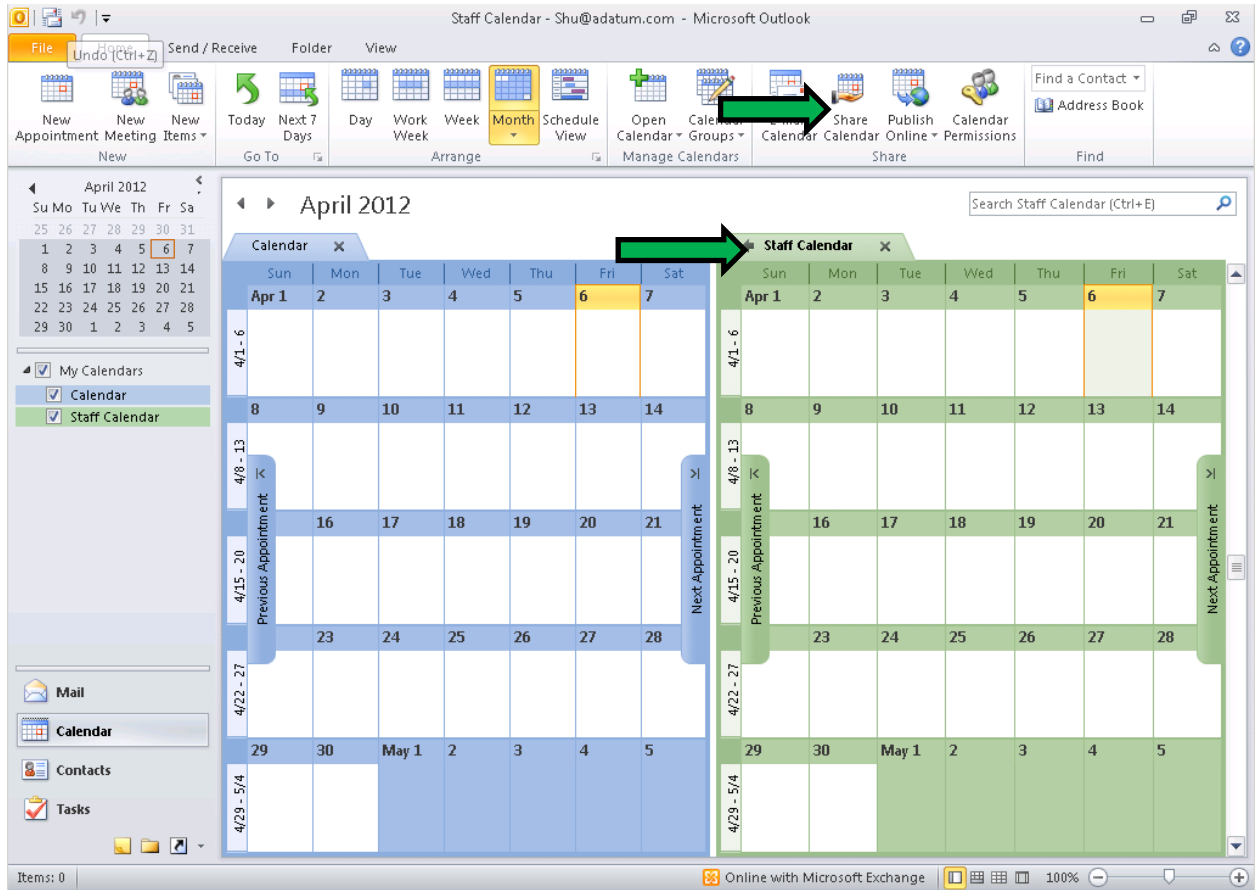
1. Open Outlook and go to the calendar page.
2. Click “Open Calendar” and select “Create New Blank Calendar...”



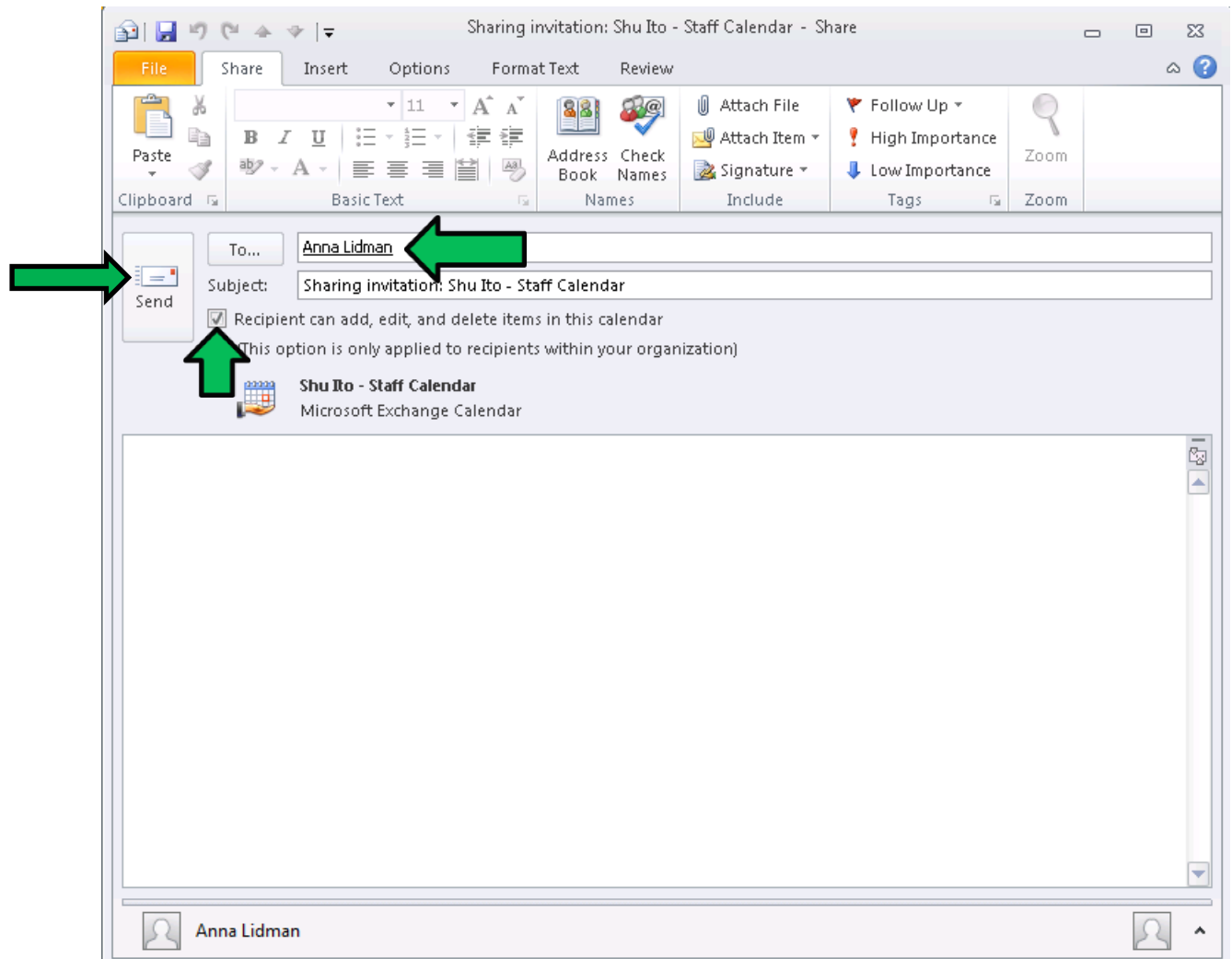
3. Enter a name for the calendar.
Leave "Folder Contains:" set to "Calendar Items".
Select the root of the mailbox under "Select where to place the folder:" and click "OK".
The calendar will appear next to your default calendar.



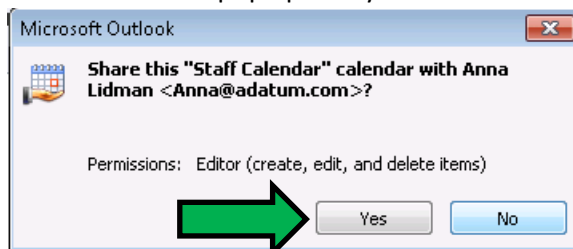
4. To share the calendar, select the calendar you want to share (the calendar name will become **bold**). Then click “Share Calendar” on the tool bar.



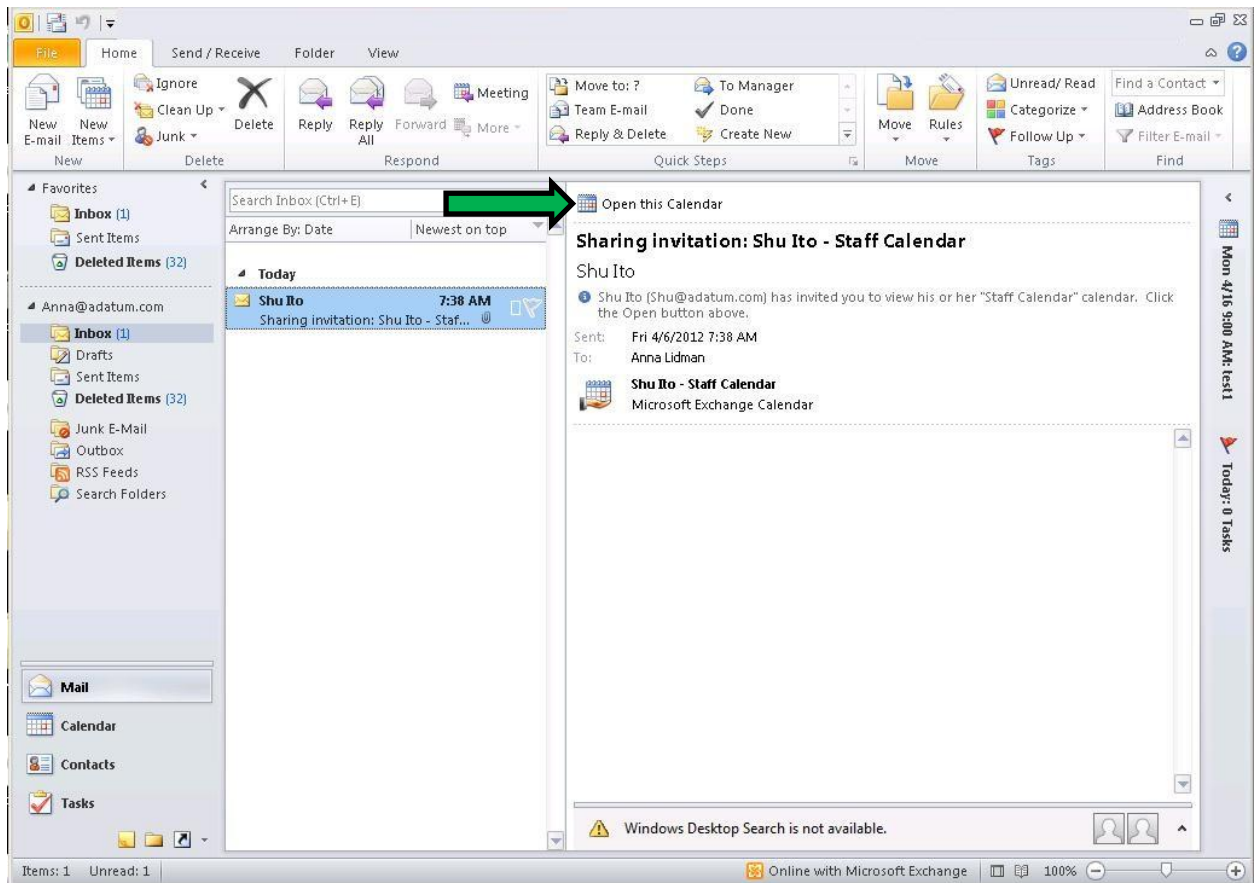
5. In the “To...” field, enter the name of the user that you want to share the calendar with. Check the box “Recipient can add, edit, and delete items in this calendar” if you want him/her to be able to add, edit and delete items. Then click “Send”.



6. Click “Yes” to the pop up that you want to share the calendar.



7. The user will receive a “Sharing invitation” e-mail. If he/she clicks “Open this Calendar”, the shared calendar will be available in his/her calendar view.



File Home Send / Receive Folder View

New Appointment New Meeting New Items Today Next 7 Days Day Work Week Week Month Schedule View Open Calendar Manage Calendars Calendar Groups E-mail Calendar Share Calendar Online Publish Calendar Permissions Find a Contact Address Book Find

New Item (Ctrl+N) Create a new item.

April 2012

Search Calendar (Ctrl+E)

My Calendars
Calendar
Shared Calendars
Shu Ito - Staff Calendar

Mail
Calendar
Contacts
Tasks

Calendar

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Apr 1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	May 1	2	3	4	5

Shu Ito - Staff Calendar

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Apr 1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	May 1	2	3	4	5

Items: 15 Online with Microsoft Exchange 100%